

# California Department of Veterans Affairs

*Honoring California's Veterans*



**Classification:** **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**  
**Two (2) Permanent, Full Time Positions** **(\$4255 - \$5172)**

**Location:** 1227 O Street, Sacramento, CA  
**Office of Procurements and Contracts**

**Who Should Apply:**

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. Eligible honorably discharged veterans are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY.

**Duties and Responsibilities:**

*Under general supervision from the Staff Services Manager I:*

- Serve as a contract analyst responsible for preparing, reviewing and processing contracts, Interagency Agreements, Memorandums of Understanding, Invitation for Bids, and Request for Proposals, Requests for Applications and Statement of Qualifications.
- Assist program managers, supervisors and veterans home management with negotiations of contracts and with contractors.
- Provide assistance to appropriate staff in developing scopes of work, payment provisions, control agency justifications and solicitations.
- Log and track status of contract requests, IFBs, RFPs, contracts, and justifications.
- Provide contract information for required reports.
- Provide assistance and back up to the DVBE contract coordinator.

**Desirable Qualifications:**

- Knowledge of and experience with applying Public Contracting Code and State Contracting provisions when developing contracts; understanding of State Contracting regulations and policies.
- Experience in preparing and managing contracts.
- Knowledge of and experience using Microsoft Word, Microsoft Access and Microsoft Excel.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

**How to Apply:**

Candidates should submit a State Application (STD. 678), and résumé to:

Department of Veterans Affairs  
1227 O Street, Room 402  
Sacramento, CA 95814  
Attn: Monica Magaña, Ref: OPC

**Inquiries:**

Voice: (916) 653-2535  
TDD: (916) 653-1960

**In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.**

**FINAL FILING DATE: JULY 13, 2007**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNOs: 830-470-5393-801 & 830-470-5393-802

RELEASED: 7/24/2006